



- TDD
- Warfighter Training Support Packages
- Conduct Casualty Liaison Team Activities
- Conduct Casualty Operations
- Conduct HRSC Planning
- Conduct Personnel Accountability
- Conduct Strength Reporting
- Conduct Unit Mail Services
- Establish and Operate a Military Mail Terminal
- Maintain Theater Postal Services
- Maintain Unit Strength
- Manage Casualty Reporting
- Manage Human Resources Force Requirements
- Manage Military Mail Terminal and Postal Services
- Manage Morale, Welfare, and Recreation (MWR) Support
- Manage the Theater Casualty Assistance Center
- Manage Theater Database
- Manage Theater Gateway
- Monitor Casualty Reporting
- Monitor Personnel Accountability
- Monitor Postal Operations
- Perform Essential Personnel Services
- Perform Transient Personnel Accountability
- Plan Theater Postal Support
- Provide Postal Services
-  Recycle Bin
-  All Site Content

Warfighter Training Support Package for

Manage Military Mail Terminal and Postal Services


 WTSP Instruction Document


**Condition:** The sustainment brigade will deploy or is deployed to an operational theater to provide sustainment to designated forces within a specified area. The supported command's operations order (OPORD)/deployment order directs the sustainment brigade to support the establishment of a military mail terminal. The Human Resources Operations Branch, within the Civil Support Operations element has staff responsibilities to supervise military mail terminal activities in support of the theater of operations. The commander issues planning guidance that the brigade may be required to perform as the theater opening element then shift to theater distribution role. Unit standard operating procedures (SOPs) are available in hard copy and/or digital formats. The section has appropriate connectivity to both NIPR and SIPR systems and access to all necessary automated personnel systems. Technical guidance is received from the Human Resources Sustainment Center (HRSC) and higher headquarters civil support operations, as appropriate. Communications are established with subordinate, adjacent units and higher headquarters. Command and Control Information Systems are operational and passing information in accordance with Tactical Standing Operating Procedures. Provide support for domestic chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) incidents.


**Standard:** Ensure the Military Mail Terminal (MMT) is established prior to the flow of mail. Transition to theater postal distribution role on order. Ensure that the MMT receives and processes mail within the time lines specified by postal directive and the combatant commander. Ensure the MMT receives transportation support for mail movement and adequate storage facilities to protect mail.


Tasks


☐ Name Type



















 **WTSP : Manage Military Mail Terminal and Postal Services (2)**

 **Collective Task : Manage Military Mail Terminal (1)**

[Manage Military Mail Terminal](#) 

 **Collective Task : Manage Postal Services (1)**

[Manage Postal Services](#) 

<input type="checkbox"/> Supporting Lessons	Name	Type
 <b>Collective Task : Manage Military Mail Terminal (2)</b>		
 <b>ITAR : Operate a Contingency Military Post Office (1)</b>		
*ITAR	LF4_3560 Operate a Contingency Military Post Office	
 <b>ITAR : Report Postal Offenses (1)</b>		
*ITAR	LF4_3541 Report Postal Offenses	
 <b>Collective Task : Manage Postal Services (9)</b>		
 <b>ITAR : Identify Military Postal Service Responsibilities (6)</b>		
*ITAR	LF4_3558 Identify Military Postal Service Responsibilities	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_LP_Slides	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_PEZ	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_PE_X	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_PE_Y	
F4 - Identify Military Postal Service Responsibilities	Postal Supervisor Course_SHO	
 <b>ITAR : Implement HR Planning and Operations Using MDMP (2)</b>		
*ITAR	42H_8107 Implement HR Planning and Operations Using MDMP	
HR Plans and Operations - Implement HR Planning and Operations Using MDMP	PO_Implement_HR_Planning_and_Operations_Using_MDMP	
 <b>ITAR : Operate a Contingency Military Post Office (1)</b>		
*ITAR	LF4_3560 Operate a Contingency Military Post Office	

Resources	
Products	Titles
AR 600-8-3	Unit Postal Operations
DA Form 3955 Instructions	Change of Address Instructions
DA Form 3955	Change of Address Card
DD Form 2258	Mail Disposition Instructions, Temporary
DD FORM 285	Postal Clerk, Unit Mail Clerk or Mail Orderly, Appointment of Military
DOD Manual 4525.6-M	Department of Defense Postal Manual
FM 1-0	Human Resources Support
FM 3-0	Operations
FM 5-0	The Operations Process
<a href="#">United States Postal Services (USPS) Pub 38</a>	<a href="#">United States Postal Service Publication 38</a>
<b>NOTE:</b> All above resources can be found at The Army's Publishing Directorate <a href="http://www.apd.army.mil/">http://www.apd.army.mil/</a> .	

